

Tennessee Agricultural Enhancement Program



2016 Application C

Poultry Grower

New Application Period
October 1 – November 1, 2016

Application Guide

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Program Changes

Application Period - October 1 – November 1, 2016

This year marks many new changes for TAEP. The most significant change is the program timeline. Because 2015 reimbursement deadlines were extended later into 2016, the annual application period was moved from June 1-7 to a month long application period from October 1 – November 1. This new timeline benefits producers by providing longer time to apply for TAEP and allows for more dry days for building structures.

Eligible Purchase Dates

Program purchases can be made starting October 1, 2016 and must be completed by program reimbursement deadline.

Approval Notification

Approval notifications are scheduled to be mailed in January 2017.

Reimbursement Deadlines

The reimbursement deadline for Poultry Grower is September 1, 2017.

2016 TAEP Application C		
Program	Reimbursement Maximums*	Reimbursement Deadline
Poultry Grower	\$6,500	September 1, 2017
<i>* Final maximums will be determined based upon overall demand for cost share funding.</i>		

Reduced Cost Share Maximums

As a result of record demand for TAEP funding in 2015, project maximums were reduced for the first time since the program began in 2005. This decision allowed all eligible applicants to be approved. Please note that final maximums may be reduced based upon overall demand for cost share funding. Any additional changes will be indicated in approval packets.

Premises Registration and Premises Information – Not Required

Premises registration and premises information is no longer requested for participation in TAEP.

TAEP Producer Number (TPN)

This number replaces the previously required premises account number and premises ID. TPNs were assigned to all existing TAEP participants earlier this year. The TPN is exclusive to an individual and cannot be transferred.

In the past, TAEP records were kept according to premises account numbers. The names associated with premises accounts may have changed from year to year depending upon various eligibility factors such as BQA, master certifications, and property ownership, etc. The assignment of each TPN is based upon the name of the individual that last applied for TAEP using the premises account number that correlates to that TAEP farming operation.

If you have applied for TAEP within the past three years, your TPN will be mailed to you in September. Please include your TPN on the application form and any other TAEP correspondence.

New TAEP applicants will not have a TPN until applications are processed.

Application Processing

This year's application form (pages 5-6) has been designed to allow for electronic scanning. It is important to complete the application in CAPITAL LETTERS using a black or dark blue ink pen. Do not use a felt tip pen, pencil, or marker. Please do not write outside the boxes.

Tennessee Department of Agriculture may:

- Accept, modify or reject any or all requests.
- Modify program criteria, approval and payment processes.
- Provide partial funding for specific activity components that may be less than the full amount requested.
- Require additional information from the applicant.
- Deny payments for projects that do not meet requirements.

Requirements

Eligibility Requirements

To be eligible for TAEP cost share, applicant must:

1. Be a citizen of the United States of America and/or lawfully present in the United States.
2. Be an individual Tennessee resident operating a farm located in Tennessee.
3. Be at least 18 years old during application period.
4. Meet minimum requirements for the program.
5. Have filed a Federal IRS Schedule F (Form 1040), Profit or Loss from Farming, within the last two years (2014 or 2015). Applicant will not be required to submit a copy of their Schedule F at the time of application. However, applicants may be asked to submit a copy of their Schedule F prior to TAEP approval to verify their farming operation. If your operation does not file a Schedule F, please contact TAEP about alternative documentation to verify farming status.
6. Have current membership with the Tennessee Poultry Association (TPA). Applicant membership will be verified with TPA to determine eligibility. Membership must be in the name of applicant or applicant's operation. Contact TPA at 931-225-1123 or visit www.tnpoultry.org for additional information.

Application

1. Applications must be submitted during the application period October 1 - November 1, 2016.
 - Applications may be submitted by one of the following methods:
 - Mail – Applications must have a postmark date ranging from October 1, 2016 - November 1, 2016.
 - Hand delivery to TDA, Holeman Building, 424 Hogan Road, Nashville, TN 37220 between October 1 - November 1, 2016 during normal business hours.
 - Faxed or emailed applications will not be accepted.
 - Applications postmarked or hand delivered prior to October 1, 2016 and after November 1, 2016 are ineligible.
2. Applicants may only submit one Poultry Grower application per Federal IRS Schedule F, per person, per application period.
3. Applicant will be notified in writing of approval or disapproval. Notifications will be mailed in January 2017.

Reimbursement

1. Receipts dated prior to October 1, 2016 are not eligible.
2. Receipts for in-kind services are not eligible (trade-in value is not eligible).
3. Used equipment, used materials and leased equipment are not eligible for cost share reimbursement unless otherwise noted.
4. Labor provided by applicant or their employees is not eligible for cost share reimbursement.
5. Applicant cannot be reimbursed for purchases from a business where applicant participates in ownership (producer cooperatives excluded).
6. Applicants cannot combine projects and submit more than one reimbursement for the same item.
7. Reimbursement documentation must be postmarked or hand delivered by the deadline. Additional processing time is required for incomplete requests and requests submitted within one month of the program deadline. It is recommended that you submit your reimbursement as soon as your project is completed.
8. There can only be one reimbursement payment per cost share approval. Projects must be completed before submitting reimbursement documentation.
9. Failure to complete projects and utilize any allocated funds can affect eligibility for future program participation. Partial utilization of allocated funds is allowed.
10. Falsifying applications, invoices or other documents submitted to TDA may make producer and farm ineligible to participate in present and/or future TDA programs, and may result in civil litigation or criminal prosecution.

Verification

1. Applicant must utilize equipment and structures purchased with cost share funds for the intended purpose of the program for a minimum of three continuous years from date of purchase.
2. Site visits relating to the performance of the activity before, during and after completion may take place.
3. Applicants may be required to repay funds if they fail to comply with all aspects of the cost share guidelines.

Poultry Grower Cost Share Opportunities

Minimum Poultry Requirements	Certifications	Lifetime Limit	\$6,500 Maximum Reimbursement
Broilers – 75,000/yr Non-Broilers – 10,000/yr	Not Applicable	Not Applicable	Standard 35% Cost Share
Final maximums may be reduced based upon overall demand for cost share funding.			

Guidelines

Eligible Items

1. Feed Bin – for on farm storage of poultry feed only
 - Minimum bin capacity of 4 dry tons
 - Foundation – concrete pad (recommended but not required)
 - Labor - labor conducted by a contractor/supplier for installation is eligible; labor cannot exceed 30% of total reimbursement; labor provided by the applicant is not eligible
2. Generator – for poultry house use only
 - 20 – 40 KW power generation per house
 - Materials and labor to connect & wire the generator including automatic transfer switch
 - Foundation – concrete pad (recommended but not required)
 - Labor - labor conducted by a contractor/supplier for installation is eligible; labor cannot exceed 30% of total reimbursement; labor provided by the applicant is not eligible
3. Propane Tank* – for poultry house use only
 - Minimum capacity – 1,000 gallons
 - Above ground only
 - Must be ASME certified (American Society of Mechanical Engineers)
 - Must be purchased and installed by a TN licensed dealer
 - Foundation – concrete pad or footers
 - Labor - labor conducted by a contractor/supplier for installation is eligible; labor cannot exceed 30% of total reimbursement; labor provided by the applicant is not eligible

Requirements

1. It is the applicant's responsibility to ensure that their project is eligible and meets all TAEP criteria.

* Only items where (*) is indicated may be new or used. Used items must be:

- In excellent working condition
- No excessive rust
- Functional soundness
- Reasonable market price

Important! This form will be scanned. Please complete in CAPITAL LETTERS using a black or dark blue ink pen. Do not use a felt tip pen, pencil, or marker. Please do not write outside the boxes.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0 ☒ ☒

2016 TAEP Cost Share - Application C

Poultry Grower

Official Use Only

1. APPLICANT INFORMATION

Last Name:

First Name:

Middle Name:

Title: ☐ MR ☐ MRS ☐ MS ☐ MISS Suffix: ☐ JR ☐ SR ☐ II ☐ III ☐ IV

Social Security Number - Last four digits only: - -

This is for identification purposes ONLY. Applicant will provide taxpayer information at time of reimbursement.

Mailing Address:

City: ZIP:

☐ Home Address - same as mailing address (PO BOX not allowed)

Home Address:

City: ZIP:

Home Phone: - - Cell Phone: - -

Email:

Farm County:

2. FEDERAL IRS SCHEDULE F: I certify that I have filed a Federal IRS Schedule F in one of the following years.

Please check year(s) filed: ☐ 2014 ☐ 2015 ☐ No

3. TAEP PRODUCER NUMBER (TPN):

This number replaces the previously required premises account number and ID. The TPN is exclusive to an individual and cannot be transferred. If you have applied for TAEP within the past three years, your TPN will be mailed to you in September. Please include your TPN on this form. New TAEP applicants will not have a TPN until applications are processed.

4. APPLICANT REQUIREMENTS:

Membership in the Tennessee Poultry Association (TPA) is required at time of application. Applicant membership will be verified with TPA to determine eligibility. Membership must be in the name of applicant or applicant's operation.

Are you a current member of Tennessee Poultry Association? ☐ Yes ☐ No

5. POULTRY INFORMATION

Please indicate poultry type, # of birds per year, and # of poultry houses on your operation.

Poultry Type	# of Birds/per year	# of Poultry Houses
<input type="checkbox"/> Poultry - Broilers	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/> Poultry - Non-broilers (breeders, layers, & pullets)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

6. POULTRY INFORMATION

Please indicate which items you plan to purchase.

Eligible Equipment	Plan to Purchase
Feed Bin	<input type="checkbox"/> Yes Qty: <input type="text"/> <input type="text"/>
Generator	<input type="checkbox"/> Yes Qty: <input type="text"/> <input type="text"/>
Propane Tank	<input type="checkbox"/> Yes Qty: <input type="text"/> <input type="text"/>

7. APPLICANT AGREEMENT

- I certify that I am a citizen of the United States of America and/or lawfully present in the United States.
- I certify that I am a resident of Tennessee and that I am at least 18 years old during application period.
- I understand that only one Application C is allowed per Federal IRS Schedule F, per person, per application period.
- I understand that it is my responsibility to ensure that my project is eligible and meets all TAEP criteria.
- I certify that all the information on this application is complete, true and factual to the best of my knowledge and belief.
- I understand that providing any false, fraudulent or misleading information may result in penalties and/or make this farm/tract ineligible to participate in present and/or future Tennessee Department of Agriculture programs.
- I also understand that failure to utilize allocated funds can affect eligibility for future programs.
- I have reviewed and understand all of the guidelines listed in this application booklet.

Print Name:

Date: / / Signature:

8. HOW TO SUBMIT APPLICATION C

- Application must be postmarked or hand delivered Oct. 1 – Nov. 1, 2016
- FAXES AND EMAILS ARE NOT ACCEPTED
- If mailing, it is recommended to make a copy and mail the original using a traceable method of delivery
- Applicant will be notified in writing of approval or denial of application. Notifications will be mailed January 2017.

Mail to:
TN Dept. of Agriculture
Attn: TAEP FY2016-C
P.O. Box 40627
Nashville, TN 37204

How to Submit

How to Submit

Make a copy of your application materials for your files and submit the original by hand delivery or mail.

Please consider using a traceable method of delivery if mailing your application. For example, USPS Return Receipt method will provide the sender with evidence of delivery (to whom the mail was delivered and date of delivery).

Hand Delivery

Applications may be hand delivered to the TAEP office, which is located in the Holeman Building at the Ellington Agricultural Center. The physical address is: 424 Hogan Rd., Nashville, TN 37220.

Mailing Address

TN Dept of Agriculture
Attn: TAEP 2016-C
P.O. Box 40627
Nashville, TN 37204

Additional TAEP Programs

The following cost share programs are also offered by TAEP.
Please contact taep.outreach@tn.gov for additional information.

- Genetics
- Grain Storage
- Hay Storage
- Livestock Equipment
- Livestock Feed Storage
- Livestock Working Facility Cover
- Producer Diversification
- Licensed Livestock Market Equipment
- Veterinarian Equipment

Nondiscrimination

The Tennessee Department of Agriculture prohibits discrimination against persons based on their race, color, national origin, sex, age or disability. Any person alleging discrimination based on a prohibited basis has a right to file a complaint within 180 days of the alleged discrimination with the Tennessee Department of Agriculture and/or the Tennessee Human Rights Commission. For more information contact Human Resources, Title VI Coordinator at 615-837-5115.

Public Disclosure

Under Tennessee's Public Records law, information provided to the state becomes public record and is open to public inspection unless otherwise protected by state or federal law.

A public record is defined as all documents or materials, regardless of physical form or characteristics made or received in connection with the transaction of official business by any governmental agency. Please be aware that information collected by the Tennessee Department of Agriculture could be made available to the public upon request by any citizen of the state. Requests for public records will be examined for compliance with public record laws.

TAEP Contact Information

livestock.genetics@tn.gov
livestock.equipment@tn.gov
workingfacility.cover@tn.gov
grain.storage@tn.gov
hay.storage@tn.gov
livestock.feedstorage@tn.gov
poultry.grower@tn.gov
producer.diversification@tn.gov
taep.outreach@tn.gov
taep.online@tn.gov

Tennessee Agricultural Enhancement Program

Tennessee Department of Agriculture
Ellington Agricultural Center
P.O. Box 40627
Nashville, TN 37204

Information Line

1.800.342.8206



Physical Address:
Ellington Agricultural Center
Holeman Building
424 Hogan Road
Nashville, TN 37220



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